

The Federal Grant & Cost Accounting Bureau with a staff of nine employees oversees the federal grant and cost accounting activities of Commonwealth agencies. The bureau has two units (Federal Grant Unit & Cost Accounting Unit) and is responsible for a wide variety of financial operational activities. The specific responsibilities of each unit are listed below:

#### Federal Grant Unit:

1. Manage the Commonwealths Federal Grants Automated Central Draw Process, including: maintaining the federal grants MMARS tables, system assure the weekly cycle, create reports, draw funds from payment systems process ISA's and post reconciliation data.
2. Provide guidance to the Commonwealths Federal Highway Billing Process, including: managing FHWA MMARS tables, system assure the weekly cycle, create reports, remediate billing problems and reconcile cash deposits.
3. Provide project management assistance to the Division of Capital Asset Management, including: managing MMARS tables and remediate all other issues as identified
4. Provide guidance to the Commonwealths Federal Grants Non-Automated Draw departments, including: maintaining the federal grants MMARS tables and ensure departments collect and record reimbursement in a timely manner.

#### Cost Accounting Unit

1. Prepare and negotiate Federal approval of: (1) Statewide Coat Allocation Plan (2) the Fringe Benefit and Payroll Tax Rates (3) Departmental Indirect Cost Rate Plans
2. Prepare and publish the Schedule of Expenditures of Federal Awards.
3. Manage the Commonwealth's Cost Allocation Process, including the Fringe Benefit, Payroll Tax and Indirect Cost automated monthly chargeback programs.

